

27 APR 1973

MEMORANDUM FOR: Deputy Director for Management and  
Services

SUBJECT: Control of Television Services

STATINTL 1. In a 30 March memorandum to the Management Advisory Group, [ ] Chief, ADP Training Staff, Joint Computer Services states "the use of videotape equipment in the Agency is on an almost exponential growth; however, there is little or no coordination between the units using this equipment . . . there is an almost total lack of standardization of equipment." An informal survey done in OTR reached the same conclusions.

2. The scope of the TV activity and concomitant questions regarding efficient use and potential can be illustrated by a few examples. One of the Agency's primary functions in the video field is producing or recording tape. Some tape recordings are generated in CRS/PSB by expensive, broadcast-quality two-inch quadraplex recording machines which are used to copy commercial broadcasts. Whether color cameras should be added to this recording equipment to create another dimension to its capacity is a possibility that should be considered. Other production, including original tapes and closed circuit programs, is contributed by training, technical, operational, and research elements each using its own facilities which range from inexpensive cameras and 1/2 inch recorders to more expensive but modestly priced one-inch equipment operated in a studio. The independent development of each of these facilities has undoubtedly been expensive to the Agency in money and compatibility. Economy and integrated hardware is more likely to come from a planned, coordinated effort.

3. The other major area requiring attention and planning is distribution. Here too, the variety of equipment creates incompatibility and clouds future standardization. Color videocassettes appear to be dominating commercially produced training programs. Cassette units

are being bought by Government agencies and private industry. Our Agency needs to make some decisions regarding its use of cassettes, reel tapes, and cable as a means of disseminating its product.

4. Added to the production and distribution problems is the need to discuss centralized purchasing and maintenance, desirability of a central studio, the need for compiling a complete equipment inventory, establishing an equipment advisory service, disposition of obsolete equipment, and a review of staffing needs. There may be disagreement over solutions but there can be little dispute over the need in the Agency to surface these issues among those with an investment or interest in the subject. As interested parties I include ISD, [redacted] and TSD from the DO; [redacted] and CRS from the DDI; ORD from the DDS&T; and OJCS, OC, OS, and OTR from the DDM&S. This list is probably incomplete. STATINTL

5. I propose the Office of Training convene a meeting inviting representatives from the above elements and any other interested parties to recommend the creation of a central body or designate an individual who will have the authority to bring the Agency's TV assets under centralized direction. There are now and will remain widely varying requirements for television equipment and services which probably would not be best served by a single element, however, the fact of diversity is a compelling reason for precise control and close coordination. We are looking for the way to put the best equipment to the best use. The meeting I propose is the first step toward that end.

[redacted]  
for HUGH T. CUNNINGHAM  
Director of Training

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